



JOB TITLE: EXECUTIVE JUDICIAL ASSISTANT TO THE CHIEF JUSTICE

LOCATION: San Francisco, California

JOB REQUISITION: SC-2876

SALARY RANGE: \$5,204 to \$6,325 per month

OVERVIEW

The Supreme Court of California, located in San Francisco, is accepting applications for the position of Executive Judicial Assistant to the Chief Justice.

RESPONSIBILITIES

The Executive Judicial Assistant to the Chief Justice, under supervision, provides varied, complex, and confidential paralegal, legal secretarial, and office administrative assistance for the Chief Justice of California and performs related work for the Chief Justice's attorney staff as assigned.

The incumbent will be responsible for mastering the court's internal structures and procedures to assist in organizing and managing specified administrative, paralegal, and legal secretarial tasks relating not only to the preparation and distribution of case materials, but also to the overall administration of the court and other duties of the Chief Justice. The Executive Judicial Assistant must be able to organize, coordinate, and ensure successful completion of specifically determined projects in timely and accurate fashion, and assist with any other administrative and secretarial duties assigned. The individual also will serve as Secretary to the Commission on Judicial Appointments.

Examples of duties (illustrative only) include the following:

- Provides administrative, paralegal, and legal secretarial support to the Chief Justice of California and to chambers staff as directed;
- Organizes and routes work, sets priorities, and follows up to ensure coordination and timely and accurate completion of assigned work; exercises skill in setting priorities that accurately reflect the importance of assigned responsibilities; works closely with the Clerk's Office to ensure that materials are received and distributed in timely fashion;
- Prepares agenda and circulates material for court's monthly administrative conference;
- Coordinates activities related to justices' weekly conferences, including weekly preparation, distribution and assignment of conference memoranda; maintenance of conference data base; sorting and numbering conference memoranda and petitions; maintenance of conference files; and providing needed petitions to staff reviewing conference memoranda;
- Prepares Chief Justice's bench book for oral argument, including a complete set of documents for each case;
- Prepares calendar memoranda for circulation to the court;
- Prepares opinions for circulation to the court;
- Distributes briefs and other justices' calendar memoranda for review by staff;
- Notifies Calendar Coordination Office of attorney assignments;
- Prepares opinions and makes modifications prior to filing;
- Drafts correspondence and e-mails, as directed;

- Serves as Secretary to the Commission on Judicial Appointments, including scheduling, notification, circulation of information, responding to public inquiries, attending meetings held periodically throughout the state, and preparing and completing necessary documentation.

QUALIFICATIONS

Minimum Qualifications:

- Equivalent to graduation from high school **and** six years of legal secretarial experience
OR
one year as a Judicial Assistant or Executive Judicial Assistant in the judicial branch.
- Directly related college-level course work may be substituted for required experience on a year-for-year basis.
- Familiarity with complex legal concepts, terminology, principles, and procedures.
- Excellent business English, including spelling, grammar, and punctuation.
- Ability to maintain confidentiality.
- Organizational skills, including the ability to handle multiple work activities and meet critical deadlines while maintaining accuracy.
- Ability to communicate cordially and effectively in English, verbally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work, including justices, judges, court staff, representatives of governmental and private agencies, and members of the public.

Desirable Qualifications:

- Knowledge of court procedures;
- Knowledge of the Uniform System of Citation and the California Style Manual.
- Experience in managing or working within complex administrative or management systems.

HOW TO APPLY

Please refer to Job SC-2876 in all communications, including your application. Our official application must be completed **thoroughly** in order to be considered. This position requires completion of a supplemental questionnaire that is attached. ***The position will remain open until filled.*** However, for earliest consideration, please apply by April 9, 2007.

If applying online, be sure to complete the supplemental questionnaire.

To apply online, go to <http://www.courtinfo.ca.gov/careers>

- Click on "View postings and apply for jobs."
- Search for job requisition 2876.

OR

You may obtain a written application from the following address:

Administrative Office of the Courts
Human Resources Division
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102
(415) 865-4370
(415) 865-4272 Telecommunications Device for the Deaf

The Supreme Court of California is an Equal Opportunity Employer.

**Supplemental Questionnaire
For
EXECUTIVE JUDICIAL ASSISTANT TO THE CHIEF JUSTICE
(SC-2876)**

This supplemental form is intended to provide more detailed information about your work experience. Your answers to the following questions will allow us to better assess your qualifications.

1. For each question, answer “Yes” if you have experience with the type of work listed and describe the experience, or “No” if you do not.

- a. Managing files and records?**
- b. Preparing lengthy, complex narrative reports?**
- c. Proofreading legal documents?**
- d. Writing routine memos and letters?**
- e. Coordinating events, working with the public?**
- f. Working within multi-level complex organizations?**

2. The following section refers to your office technology skills. For each computer application listed below answer “Yes” if your self-assessment is that you are proficient in the application listed, or “No” if you are not.

- a. Windows?**
- b. Word?**
- c. Word - advanced word processing functions such as tables?**
- d. Word - advanced word processing functions such as mail merge?**

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e. Calendaring software? Please specify: _____

f. Other word processing software? Please specify: _____

g. Excel? _____

h. Other spreadsheet software? Please specify: _____

i. Other database software? Please specify: _____

j. Other relevant software? Please specify: _____

3. What directly related college-level course work have you completed, if any?

Applicant's signature: _____ Date: _____